



## Logistics Supervisor

**Department:** Countywide

**Class Code:** 1217

**EEO Code:** 28

**FLSA:** N

**Effective:** 01/01/1994

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### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in supervising logistics operations to include ordering, receiving, storing, delivering supplies and materials; ensures proper inventory control and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Establishes operational procedures for activities such as verification of incoming and outgoing shipments, handling and distributing materials and keeping warehouse inventory current; requisitions necessary equipment, uniforms, materials and EMS supplies; maintains accurate manual and computerized records with respect to inventory and distribution of equipment, uniforms and materials; follows up on outstanding repairs and vendor orders by phoning vendor or contacting County purchasing department; evaluates distribution of supplies for excess usage; works with training and prevention divisions to coordinate equipment and supply needs for training classes and coordinates transport to proper destination; evaluates damaged equipment; picks up and delivers items; coordinates issuing and maintenance of spare vehicles; supervises fire hydrant maintenance program; supervises and evaluates employees; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Considerable knowledge of storekeeping principles and practices; of inventory control procedures; of warehouse safety practices; of purchasing and requisitioning procedures; and of hazardous communication requirements.

Basic computer skills; working skill in posting records accurately and in inventory maintenance and control; in performing mathematic computations; in inspecting materials and equipment for compliance with specifications.

Ability to lift materials and supplies weighing up to 75 pounds; to operate hand trucks and forklifts; to bend, reach and stoop; to stand for long periods of time. Ability to supervise and coordinate work assignments and personnel.

### **MINIMUM EDUCATION AND EXPERIENCE:**

Completion of the core curriculum for a high school diploma and three years of experience in warehouse work; or an equivalent combination of training and experience. Must possess a valid vehicle operators license.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
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